

## COVER MEMO

**Briefing Date/Time:** May 27, 2025

**Staff Contact/Title:** James Sommer, Public Works Program Manager,  
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**Subject:** Professional Services Contract Amendment Approval –  
Skillings

**Purpose:** ☐ Information Only ☒ Decision Needed

### **Overview:**

- This item is on the Consent agenda.
- Action is requested from the commission tonight.

Approval of this Consent Agenda item authorizes the Executive Director to execute an amendment to Professional Services Agreement No. 2024-1005 with Skillings, increasing the contract authority by \$208,645.22.

### **Background:**

The approved 2025 Capital Budget includes the Marine Drive NE Restoration project, which will repave the heavy haul freight route connecting the Port of Olympia's working waterfront to the I-5 corridor. Improvements are focused specifically on the heavy haul segment of the road—from the intersection of Marine Drive NE and Olympia Avenue to the main gate of the marine terminal.

On January 8, 2024, the Port of Olympia issued a Request for Qualifications (RFQ) to engineering firms listed on the Municipal Research and Services Center (MRSC) rosters. By the January 26, 2024 deadline, the Port received a single Statement of Qualifications from Skillings. After being selected based on their qualifications, Skillings submitted a detailed proposal aligned with the project scope and the Port's needs. On March 11, 2024, the Port Commission approved a Professional Services contract with Skillings for a not-to-exceed amount of \$188,725.

From 2024 into 2025, Skillings collaborated with the Port to design the new roadway and develop the associated project contract documents. The project is now entering the solicitation phase, with construction anticipated to begin in July.

Because the project includes funding from the Freight Mobility Strategic Investment Board, the Port is required to contract out construction management and contract administration services. Skillings has submitted a proposal to provide these services for a not-to-exceed amount of \$208,645.22, which has been budgeted for in the 2025 capital budget.

**Documents Attached:**

- Skillings Statement of Qualifications
- Skillings Scope of Work Proposal

**Summary & Financial Impact:**

The original contract, approved on March 11, 2024, totaled \$188,725. With the proposed amendment, the revised not-to-exceed contract amount would be \$397,370.22. The additional funding has been budgeted in the Port's 2025 Capital Budget and aligns with the overall project delivery plan.

**Affected Parties:**

- Swantown Marina & Boatworks
- Marine Terminal
- Port Peninsula Businesses
- General Public

**Options with Pros & Cons:**

This amendment provides the necessary Professional Services support for the Marine Drive NE Restoration Project. Without this amendment to increase spending authority, the Port would be unable to proceed effectively with this planned capital project, as the required services outlined above would remain unfunded.

**Staff Recommendation:**

Approve the amendment to the Professional Services Contract with Skillings (Contract #2024-1005), as detailed in this cover memo, through the Consent Agenda.